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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 29 December 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #52

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

A. Detail of [redacted] Arrangements have been made with [redacted] to have [redacted] prepare an action detailing [redacted] to that [redacted] The Office of Personnel will coordinate the necessary concurrences. 25X1

B. FY-1957 Budget Estimates. As a result of recent hearings with the Bureau of the Budget, the Agency was required to reduce Personal Services funds. The OTR portion of this reduction amounts to [redacted] In view of current obligations and projected personal services requirements for FY-1957, it appears that the reduction is financially feasible without further restrictions on personnel. Indications are that should operations at the current level justify a need for increase in funds, necessary adjustments will be made. 25X1

C. Disposition of Official Personnel Folders at [redacted] memorandum summarizing conclusions reached by members of OTR, the Office of Personnel and the Management Staff on the disposition of personnel folders of [redacted] personnel at [redacted] has been prepared by the ARO/TR and concurred in by the CMO/TR. The memorandum has been sent to the [redacted] for information and concurrence. The following conclusions were reached: 25X1

1. No folders of resignees will be sent to [redacted] 25X1

2. The [redacted] will send the folders to the PO/TR who will in turn send them to the Office of Personnel.

3. The Office of Personnel will amalgamate the folders with those they presently have and handle them as they do the folders of all Agency resignees.

D. [redacted] Weekly report of the utilization of [redacted] for the period 21 through 27 December is attached. 25X1

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III. PERSONNEL ITEMS:

A. [redacted] is on annual leave from 23 December to 7 January.

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Attachment: [redacted]

[Handwritten signature]

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